

CMS Net

System Maintenance

System Maintenance Table of Contents

<i>System Maintenance</i>	<i>ii</i>
<i>Table of Contents</i>	<i>ii</i>
<i>Preface</i>	<i>iii</i>
<i>Notes</i>	<i>iii</i>
Legend	iii
<i>System Maintenance</i>	<i>1</i>
System Maintenance	1
<i>Zip Code Entry/Edit</i>	<i>2</i>
Zip Code Entry/Edit	2
If Adding New Zip Code	5
If Editing Zip Code	9

Preface

Notes

Legend

In procedures on the following pages you will see various symbols used.



The check mark indicates a content note.



When a procedure is described, the arrow indicates the result of an action.

System Maintenance

System Maintenance

This function allows you to enter new data and edit existing data in the various tables within CMS Net.

Steps to Access System Maintenance

After logging into CMS Net, at the Primary Option prompt do the following:

Step	Action
1	Type “S” for <i>System Maintenance</i> .
2	Press <Enter>.
3	Type “T” for <i>Table Maintenance</i> .
4	Press <Enter>.

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Zip Code Entry/Edit

**Zip Code
Entry/Edit**

This function is used to add a zip code and its associated city and state to the Zip Code table.

SELECT FILE> **z** (Zip Code Edit)

Step	Action
1	Type “ Z ” for <i>Zip Code Edit</i> at the Table Maintenance prompt.
2	Press <Enter>.

Continued on next page

Zip Code Entry/Edit, continued

After pressing <Enter>, the following prompt appears:

Select ZIP CODE:

Step	Action
1	Type <i>Zip Code</i> .
2	Press <Enter>.

Continued on next page

Zip Code Entry/Edit, continued**If Adding New Zip Code**

If this is a new Zip Code you are adding, you will see the following prompt:

```
Select ZIP CODE:XXXXX
Are you adding 'XXXXX' as a new ZIP CODE (the 1141ST)?
```

Step	Action
1	Type “Y” for Yes and press <Enter>, OR Press <Enter> to skip.

After pressing <Enter>, the following information will be displayed to be confirmed:

```
ZIP CODE: 90001//
```

Step	Action
1	Press <Enter> to confirm, OR Type in correct Zip Code and Press <Enter>.

Zip Code Entry/Edit, continued

After pressing <Enter>, the following prompt appears:

CITY:

Step	Action
1	Type <i>City</i> name.
2	Press <Enter>.

After pressing <Enter>, the following prompt appears:

STATE:

Step	Action
1	Type <i>State Postal Code</i> (e.g. CA).
2	Press <Enter>.

Zip Code Entry/Edit, continued

If Editing Zip Code

If you are editing an existing Zip Code, you will see the following prompt:

```
Select ZIP CODE:95630
ZIP CODE: 95630//
```

Step	Action
1	Press <Enter> to confirm.

After pressing <Enter>, you will see the following prompt:

```
CITY: FOLSOM//
```

Step	Action
1	Press <Enter> to confirm, OR Type in correct City Name and Press <Enter>.

Zip Code Entry/Edit, continued

After pressing <Enter>, the following prompt appears:

STATE: CA//

Step	Action
1	Press <Enter> to confirm, OR Type in correct State name and Press <Enter>.

✓ You have successfully entered a new Zip Code or edited an existing one.

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